

# Quarterly Workforce Planning Coordinators Meeting

## *A G E N D A*

**Date**  
**Time**  
**Place of Meeting**

April 16, 2014  
1:30 to 3:00 PM  
CalHR – Leadership Conference Room

- ❖ **Welcome and introductions** – Stacie Abbott
- ❖ **Announcements** – SWPRU
  - Upcoming training: Developing a workforce plan
  - Workforce Planning Toolkit Website
  - Workforce Planning Forum
- ❖ **Answers to Your Questions** – Stacie Abbott
  - Any State laws/rules/policy/gov't code related to Workforce Planning?
  - Short Workforce Planning articles to engage management?
  - Update on Recruitment and Retention Program – Why is the program delayed? What role do departments play in the program?
  - How can we capture data about lateral transfers, promotions and other movement within the State?
  - How can my department revise class specs?
  - How can we enhance recruitment and succession planning strategies for challenges faced by supervisory classifications with lack of safety retirement incentive?
- ❖ **Break**
- ❖ **Open Discussions**
  - Workforce Data Collection and Tracking
  - Workforce Skill Analysis
  - Tips for Developing Training Plans
  - Refreshing and Updating an Existing Workforce Plan
  - Best Practices for Workforce Planning
  - Recruitment Challenges
- ❖ **Wrap Up** – Stacie Abbott



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES  
STATEWIDE WORKFORCE PLANNING AND RECRUITMENT UNIT